NEVADA GAMING CONTROL BOARD ASSOCIATED EQUIPMENT REVIEW CHECKLIST

Auditors' Initials and Date

	LIVE EN	IERIAINMENI I	AX SYSTEMS	
Manufacturer:			Review Date	e(s):
System:			Auditor(s):	
Version:				
Account #:	Project #:			
Person(s) Interviewed		Position		Contact Information

Bolded references indicate procedures/documents that must be performed/prepared by the system. With regard to the unbolded references, if the procedures/documents are performed/prepared by the system, the system will not be approved until those features either function in compliance with Nevada's regulatory scheme, are securely disabled in the system or are removed from the system. Underlined references indicate reports, records or source documents. The exact title for reports,

records or source documents should be included in the comments column, where applicable. Fail Pass N/A Comments **GENERAL CONTROLS** 1. Is the computer system, including application software, secured through the use of passwords or biometrics? Note: Other means may be approved by the Board upon submission. IT MICS #3 2. Has the manufacturer supplied system documentation, including descriptions of both hardware and software (including version numbers), operator manuals, etc? IT MICS #6 3. Are user identification numbers/names and passwords controlled as follows unless otherwise addressed in this checklist: When multiple identification numbers/names per application are used, is only one number active at a time and does the user name have a unique prefix/suffix to easily identify the users with multiple operator numbers? Alternatively IT MICS #7a On a quarterly basis, does the system prompt users to change passwords and then denies access if the change is not completed? Alternatively are changes to passwords documented by the system? IT MICS #7d Are passwords required to be at least four characters long? 4. Are personnel access listings created which include at a minimum: a. Employee name and title or position? Employee identification? Listing of functions the employee can perform or equivalent means of identifying same? IT MICS #9 5. If the system can be remotely accessed, do the controls only allow authorized vendor personnel access to the system? IT MICS #15c Document in the comments column what information the system records when it is remotely accessed. IT MICS #16 6. Do the created reports include on all pages: a. Document title?

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Row/column headings on all subsequent

pages?

c. Page number on all pages?

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		Pass	Fail	N/A	Comments	

- d. Version number of the current system software
- e. The date or time period of the activity?
- The date and time the document was generated?
- 7. If the system backs-up daily data files, does the backup function work properly? IT MICS #5a
- 8. Is in-house developed or purchased software programs backed-up? Backup of purchased software not required if software can be reinstalled by the vendor. IT MICS #5b
- 9. Does the system directly store documents to unalterable media? If so,
 - Does the storage medium contain an exact duplicate of the original document? IT MICS #17a
 - Are all documents stored maintained with a detailed index containing the department and date? IT MICS #17b
- 10. Is system exception information created (e.g. changes to system parameters, corrections, overrides, voids, etc.)? IT MICS #8
- Are IT personnel denied access to live data files? I7 11. MICS #11c
- 12. If the system is capable of generating security logs (e.g. multiple attempts to log on, denial of access to users after three tries, changes to live data file, etc.) are the logs accessible to IT supervisors for review? IT MICS #13 Describe items that the log lists.

REGULATORY COMPLIANCE (The following steps, where applicable, should be verified/tested through the system)

- 13. If so designed, are all sales recorded in such a manner as to be readily identifiable by individual sale, in total, and by area for applicable periods of entertainment status? ENT MIC #1 and NAC 368A.500(1)
- 14. For point-of-sale food and beverage systems, is the system capable of identifying individual sales during entertainment status regardless of when the check is opened or closed? ENT MIC #1 Note
- 15. For point-of-sale food and beverage system, is the date/time and transaction number also recorded for each individual sale? ENT MIC #1
- 16. Is each individual sale identified by type (i.e. taxable, nontaxable, and complimentary)? ENT MIC
- 17. Is the internal point-of-sale information inaccessible to bartenders/cashiers (e.g. passwords are maintained by an individual independent of these functions)? ENT MIC #3
- 18. If so designed, does the system require the authorization of voids/overrings by an individual

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	independent of the transaction does the sensure cashiers cannot void their own trail IT MICS #4 & ENT MIC # 4	ystem	i ali	IV/A	Comments
19.	If so designed, does the system require the authorization of complimentaries? IT MIC MIC #5				
20.	If so designed, does the system require the authorization of all refunds and does the standard document the authorizing individual? IT MENT MIC #6	system			
21.	If so designed, does the system generate proceeds report by bartender/cashier? ENT MIC #7	a cash			
22.	If so designed, does the system accuratel a report which reconciles bartender/cashie the entertainment sales with any cash over shortages documented? <u>ENT MIC #8</u>	er banks to			
23.	If so designed, does the system accurated the number of package programs and/or on show tickets sold by type? ENT MIC #100	discount			
24.	If so designed, does the system accuratel package program breakdowns? ENT MIC				
25.	If so designed, does the system accuratel a report that provides a daily breakdown of sales into taxable, nontaxable and complic components for each date and time period summarizes the total of sales by type? ENT MIC #13	of gross mentary			
26.	If so designed, does the system accuratel a summary of taxable and complimentary during entertainment periods that is used the accounting records? <u>ENT MIC #21</u>	sales			
27.	If so designed, does the system generate documentation to support nontaxable stat less than 2,750 tickets are sold for an eve a facility with a maximum seating capacity or more and the event is determined to be nontaxable? ENT MIC #16 and NAC 368.	nt held in v of 2,750			
28.	If so designed, does the system generate documentation to support deductions from entertainment revenue associated with crecard fees paid to credit card companies at associated with fees paid to wholesalers? #17 NAC 368A.450(3)	edit/debit nd			
29.	If so designed, does the system generate documentation to support deductions from entertainment revenue associated with complimentaries? <u>ENT MIC #18</u>				
30.	For accrual basis accounting (advanced a ticket sales are reported in the month of the show/event rather than the month the sale of the system generate following:	ne e occurred)			

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		Pass	Fail	N/A	Comments
		Pass	Fall	IN/A	Comments
	a. A daily admission ticket sales report that includes the date the admission ticket was sol the name of the show/event for which the admission ticket was sold, and identifying number for each ticket sale transaction and th dollar amount of the sale? <u>ENT MIC # 26a</u>	ŕ			
	b. A report by show/event indicating the individual admission tickets sold for that show/event. The report indicates the name of the show/event, date the admission ticket was sold, the identifying number of the admission ticket sale and the dollar amount of the sale? ENT MIC: 26b	nis			
31.	If the system generates admission tickets and the price of the tickets include entertainment taxes, do the tickets contain the required disclosure? NAC 368A.460				
	TESTING PROCEDURES				
	Box Office Systems				
22	Set-up If the gustom is conclude of handling multi-property				
32.	If the system is capable of handling multi-property ticket sales for affiliated licensees, define 2 separa licensees and complete the subsequent trial procedures for both licensees with cross property ticket sales.	ate			
33.	Define 1 supervisor and 3 writers.				
34.	Define one of each of the following types of outlets for ticket sales: a. Box Office b. Phone Center c. Web	S			
	d. Kioske. Any additional outlets the system may support.				
35.	Define one show/event for each of the following price structures:				
	a. LET – add onSales tax – add onb. LET – inclusive				
	Sales tax – add on c. LET – inclusive Sales tax – inclusive				
	d. LET – inclusive				
	e. LET – add on f. No tax				
36.	For the price structures in a, b, and c above define two price levels. For example, structure a. may have a \$70.00 ticket and a \$50.00 ticket. Both tickets are LET – add on and Sales tax – add on.	9			
37.	Schedule each show to have one performance for each of the three days in the 3-day test.				
38.	If applicable, designate one performance on day 3 to be autoreturned.	3			

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System:	System:		Auditor(s):				
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Account #	: Project #:						
		Pass	Fail	N/A	Comments		
	Note: Autoratura is a system function which will						
	Note: Autoreturn is a system function which will automatically return tickets for cancelled shows.						
	,						
39.	Define package programs.						
40.	Define credit card fee rates for the following credit cards:						
	a. Visa						
	b. American Express						
41.	Define the following per ticket service charges:						
	a. Inclusive service charge						
	b. Add on service charge						
40	D. 6						
42.	Define one per order service charge.						
	Note: Per order service charges are not subject to						
	LET since they cannot be tied to a specific event.						
43.	Set up the following payment methods:						
	a. Cash						
	b. Credit Card						
	c. Comps which have a \$0 value						
	d. Casino Comps which have a \$ value						
	e. Room Charges						
	f. Check						
	g. Gift Certificate						
	 Any additional methods of settlement the system may support. 						
44.	Define a discount ticket/coupon.						
45.	Define a cancellation fee.						
	Note: A cancellation fee may be charged for refunds after a designated time period. For example a licensee charges a 50% cancellation fee on group sales if tickets are returned within one week of the date of the show. The 50% retained by the licensee is subject to LET tax pursuant to NAC 368A.420(1)(b).						
	Day 1 Testing						
46.	Sell tickets from each outlet, for each show for today and future shows, for each price type using different payment methods: (apply service charges and per order charges where applicable)						
	a. Cash						
	b. Credit Card						
	c. Comps which have a \$0 value						
	d. Casino Comps which have a \$ value						
	e. Room Charges						
	f. Check						
	g. Gift Certificate						
	h. Any additional methods of settlement the						
	system may support.						
	• •						
	Note: Be sure to sell multi-show tickets. (i.e.: one ticket for a show on day one and two tickets for a different show on Day 2 all sold in one sale.)						

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Account :	#: Project #:						
		Pass	Fail	N/A	Comments		
47.	Sell tickets for the show that will be autoreturned using all methods of payments: a. Cash						
	b. Credit Card						
	c. Comps which have a \$0 value						
	d. Casino Comps which have \$ value						
	e. Room Charges f. Check						
	g. Gift Certificate						
	 h. Any additional methods of settlement the system may support. 						
48.	Sell at least 6 tickets for today and future events using a credit card partial payment settlement.						
	Note: Two of these tickets will be picked up on day 3, two will be returned on day 3, and two will never be picked up.						
49.	Sell package programs from each outlet using each method of payment.						
50.	Sell tickets for will call for several different shows on day 2 and 3.						
	Note: Will call tickets are usually paid for but not picked up.						
51.	Sell 6 courtesy hold tickets for shows on day 3.						
	Note: Courtesy hold tickets are usually held but not paid for. Patron will pay when picked up.						
52.	At end of testing print several patron invoices to verify activity.						
53.	Perform end of day and print all reports.						
	Day 2 Testing						
54.	Sell tickets from each outlet, for each show for today and future shows, for each price type using different payment methods: (apply service charges and per order charges where applicable)						
	a. Cash						
	b. Credit Card						
	c. Comps which have a \$0 value						
	d. Casino Comps which have a \$ value						
	e. Room Charges f. Check						
	g. Gift Certificate						
	h. Any additional methods of settlement the						
	system may support.						
	Note: Be sure to sell multi-show tickets.						
55.	Sell package programs using each method of payment from each outlet.						
56.	Return/refund 1 sale of each payment type for package programs previously sold above.						
57.	Sell a group sale of at least 25 tickets for a show on						

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day 3.

TAX SYSTEMS	
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, 100001111						
		Pass	Fail	N/A	Comments	
	Note: Ten tickets will be refunded and charged the cancellation fee on day 3.					
58.	Return/refund tickets sold on Day 1 and Day 2 for each method of payment:					
	a. Cash					
	b. Credit Card					
	c. Comps which have a \$0 value					
	d. Casino Comps which have a \$ valuee. Room Charges					
	f. Check					
	g. Gift Certificate					
	h. Any additional methods of settlement the					
	system may support.					
59.	For a multi-show credit card sale, refund one of the shows.					
60.	Exchange seats on several tickets.					
61.	Pay for two tickets on courtesy hold.					
	Note: The remaining tickets should be reflected on a return report.					
62.	Sell tickets and waive the service charge.					
63.	Sell tickets and waive the per order charge.					
64.	Print a sample of patron invoices.					
65.	Perform end of day and print all reports.					
	Day 3 Testing					
66.	Sell tickets from each outlet, for each show for					
	today for each price type using different payment methods: (apply service charges and per order charges where applicable)					
	a. Cash					
	b. Credit Card					
	c. Comps which have a \$0 value					
	d. Casino Comps which have \$ value					
	e. Room Charges					
	f. Check					
	g. Gift Certificate					
	 Any additional methods of settlement the system may support. 					
67.	Return tickets at various stages of the sales process:					
	 a. Prior to accepting payment 					
	b. After accepting payment					
	c. After ticket is printed					
68.	Return/refund tickets sold on Day 1, Day 2, and Day 3 for each method of payment:					
	a. Cash					
	b. Credit Card					
	c. Comps which have a \$0 value					
	 d. Casino Comps which have a \$ value 	1	1	1 1		

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			Pass	Fail	N/A	Comments
	e.	Room Charges				
	f.	Check				
	g. h.	Gift Certificate Any additional methods of settlement the				
	11.	system may support.				
69.	Pick u	p two of the partial paid tickets sold on day 1.				
70.	Refun	d two of the partial paid tickets sold on day 1.				
71.		p two of the courtesy hold tickets reserved on Pay for the tickets with a credit card.				
72.	day 2.	d 10 of the tickets sold in the group sale on Charge the cancellation fee. Print the e for this return.				
73.	Print a	a sample of patron invoices.				
74.	Perfor	m end of day and print all reports.				
75.	Print r accou	nonth to date report for accrual basis nting.				
76.	Print r accou	month to date report for cash basis nting.				
77.		each daily and month to date report to ensure oper reporting of revenue.				
	Point	of Sale Food and Beverage Systems				
	Set up					
78.	Define	3 cashiers and 1 Supervisor.				
79.	Define	the following:				
		Entertainment Venue #1 (always in entertainment status, for example a showroom)				
	b.	Entertainment Venue #2 (in and out of entertainment status, for example a lounge)				
80.	Define	the entertainment schedule for Venue #2.				
81.	Define	the following:				
	a.	One cover charge that is LET and sales tax inclusive to be used in Venue #1.				
	b.	One cover charge that is LET and sales tax add-on to be used in Venue #2.				
	C.	Two beverages that are LET and sales tax inclusive.				
	d.	Two beverages that are LET and sales tax add-on.				
	e.	One merchandise that is LET and sales tax inclusive.				
	f.	One merchandise that is LET and sales tax add-on.				
82.	Set up	the following payment methods:				
	a.	Cash				
	b.	Credit Card				

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		<u> </u>					
			Pass	Fail	N/A	Comments	
	C.	Comps which have a \$0 value					
	d.	Casino Comps which have a \$ value					
	e.	Room Charges					
	f.	Check					
	g.	Gift Certificate					
	h.	Any additional methods of settlement the system may support.					
83.		credit card fee rates for two credit cards should be different):.					
	Day 1	Testing					
	Venue						
84.		e 5 Venue #1 single admissions using the ng payment methods:					
	a.	Cash					
	b.	Credit Card					
	C.	Comps which have a \$0 value					
	d.	Casino Comps which have a \$ value					
	e.	Room Charges					
85.		e 3 Venue #1 double admissions using the ng payment methods:					
	a.	Check					
	b.	Gift Certificate					
	C.	Any additional methods of settlement the					
		system may support. If there are no additional methods of settlement then settle the third admission charge with a credit card.					
		card.					
86.	Refund card.	the admission that was settled with a credit					
87.		nine checks. Sell various types of drinks, and merchandise on each check.					
88.	Void o	ne check.					
89.		the remaining eight checks with the following nent methods:					
	a.	Cash					
	b.	Credit Card					
	C.	Comps which have a \$0 value					
	d.	Casino Comps which have a \$ value					
	e.	Room Charges					
	f.	Check					
	g.	Gift Certificate					
	h.	Any additional methods of settlement the system may support. If there are no additional methods of settlement, then settle the eight check with a credit card.					
		-					
	Venue						
90.		e 5 Venue #2 single admissions using the ng payment methods:					
	a.	Cash					
	b.	Credit Card					
	C.	Comps which have a \$0 value					
	d.	Casino Comps which have a \$ value	1	ĺ			

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e. Room Charges

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- 91. Charge 3 Venue #2 double admissions using the following payment methods:
 - Check a.

- b. Gift Certificate
- Any additional methods of settlement the system may support. If there are no additional methods of settlement then settle the third admission charge with a credit
- 92. Refund the admission that was settled with cash.
- 93. Open ten checks during non entertainment status. Sell various types of drinks, food, and merchandise on each check. Two checks must include comp as well as non-comp items.
- 94. Close two of the checks while still in non entertainment status using the following settlement methods: (choose two checks that do not include comps)
 - a. Cash
 - b. Credit Card
- 95. Switch system to entertainment status. Sell various types of drinks, food, and merchandise on the eight remaining opened checks.

Note: Include more comp sales on the two checks which already have comp sales from the non entertainment period. These two checks should now have comp sales from the non entertainment period and from the entertainment period as well as non comp sales from both periods.

- 96 Void one check.
- 97. Close the seven remaining checks noted in #92 above using the following settlement methods for the non comp items:
 - a. Cash
 - Credit Card b.
 - Comps which have a \$0 value C.
 - d. Casino Comps which have a \$ value
 - **Room Charges** e.
 - f. Check
 - Gift Certificate g.
- 98. Open two checks while in entertainment status. Sell various types of drinks, food, and merchandise on the two new checks. Include both comp and non comp sales on these two checks.
- 99. Switch the system to non-entertainment status. Sell various types of drinks, food, and merchandise on these two checks. Include both comp and non

Note: These two checks should now have comp sales from the entertainment period and from the non entertainment period as well as non comp sales from both periods.

	Pass	Fail	N/A	Comments
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		Pass	Fail	N/A	Comments	
100.	Close both checks using the following settlement methods for the non comp items:					
	a. Cash					
	b. Credit card					
101.	Refund the last check that was settled with a credit card.					
102.	Perform end of day and print all reports.					
	Day 2 Testing					
	Venue #1					
103.	Charge 5 Venue #1 single admissions using the following payment methods:					
	a. Cash					
	b. Credit Card					
	c. Comps which have a \$0 value					
	d. Casino Comps which have a \$ value					
	e. Room Charges					
104.	Charge 3 Venue #1 double admissions using the following payment methods:					
	a. Check					
	b. Gift Certificate					
	c. Any additional methods of settlement the					
	system may support. If there are no additional methods of settlement then settle the third admission charge with a credit card.					
105.	Refund the admission that was settled with a room charge.					
106.	Open nine checks. Sell various types of drinks, food, and merchandise on each check.					
107.	Void one check.					
108.	Settle the remaining eight checks with the following settlement methods:					
	a. Cash					
	b. Credit Card					
	c. Comps which have a \$0 value					
	d. Casino Comps which have a \$ value					
	e. Room Charges					
	f. Check					
	g. Gift Certificate					
	h. Any additional methods of settlement the system may support. If there are no additional methods of settlement, then settle the eight check with a credit card.					
	-					
	Venue #2					
109.	Charge 5 Venue #2 single admissions using the following payment methods:					
	a. Cash					
	b. Credit Card					
	c. Comps which have a \$0 value					
	d. Casino Comps which have a \$ value e. Room Charges	-				

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- 110. Charge 3 Venue #2 double admissions using the following payment methods:
 - Check a.

- b. Gift Certificate
- Any additional methods of settlement the system may support. If there are no additional methods of settlement then settle the third admission charge with a credit
- 111. Refund the admission that was settled with a check.
- 112. Open ten checks during non entertainment status. Sell various types of drinks, food, and merchandise on each check. Two checks must include comp as well as non-comp items.
- 113. Close two of the checks while still in non entertainment status using the following settlement methods: (choose two checks that do not include comps)
 - a. Cash
 - b. Credit Card
- 114. Switch system to entertainment status. Sell various types of drinks, food, and merchandise on the eight remaining opened checks.

Note: Include more comp sales on the two checks which already have comp sales from the non entertainment period. These two checks should now have comp sales from the non entertainment period and from the entertainment period as well as non comp sales from both periods.

- 115. Void one check.
- 116. Close the seven remaining checks noted in #92 above using the following settlement methods for the non comp items:
 - a. Cash
 - b. Credit Card
 - Comps which have a \$0 value C.
 - Casino Comps which have a \$ value d.
 - **Room Charges** e.
 - f. Check
 - Gift Certificate g.
- 117. Open two checks while in entertainment status. Sell various types of drinks, food, and merchandise on the two new checks. Include both comp and non comp sales on these two checks.
- 118. Switch the system to non-entertainment status. Sell various types of drinks, food, and merchandise on these two checks. Include both comp and non comp sales.

Note: These two checks should now have comp sales from the entertainment period and from the non entertainment period as well as non comp sales from both periods.

Pass	Fail	N/A	Comments
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119. Close both checks using the following settlement methods for the non comp items:

Project #:

a. Cash

Account #:

- b. Credit card
- 120. Refund the last check that was settled with a credit
- 121. Perform end of day and print all reports.

Day 3 Testing

Venue #1

- 122. Charge 5 Venue #1 single admissions using the following payment methods:
 - a. Cash
 - b. Credit Card
 - c. Comps which have a \$0 value
 - d. Casino Comps which have a \$ value
 - e. Room Charges
- 123. Charge 3 Venue #1 double admissions using the following payment methods:
 - a. Check
 - b. Gift Certificate
 - c. Any additional methods of settlement the system may support. If there are no additional methods of settlement then settle the third admission charge with a credit card.
- 124. Open nine checks. Sell various types of drinks, food, and merchandise on each check.
- 125. Void one check.
- 126. Settle the remaining eight checks with the following settlement methods:
 - a. Cash
 - b. Credit Card
 - c. Comps which have a \$0 value
 - d. Casino Comps which have a \$ value
 - e. Room Charges
 - f. Check
 - g. Gift Certificate
 - h. Any additional methods of settlement the system may support. If there are no additional methods of settlement, then settle the eight check with a credit card.

Venue #2

- 127. Charge 5 Venue #2 single admissions using the following payment methods:
 - a. Cash
 - b. Credit Card
 - c. Comps which have a \$0 value
 - d. Casino Comps which have a \$ value
 - e. Room Charges
- 128. Charge 3 Venue #2 double admissions using the following payment methods:

Dass	F-:-	N/A	Commonts
Pass	Fail	IN/A	Comments

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a.	Check

Account #:

- b. Gift Certificate
- c. Any additional methods of settlement the system may support. If there are no additional methods of settlement then settle the third admission charge with a credit card.

Project #:

- 129. Open ten checks during non entertainment status. Sell various types of drinks, food, and merchandise on each check. <u>Two</u> checks must include comp as well as non-comp items.
- 130. Close two of the checks while still in non entertainment status using the following settlement methods: (choose two checks that do not include comps)
 - a. Cash
 - b. Credit Card
- 131. Switch system to entertainment status. Sell various types of drinks, food, and merchandise on the eight remaining opened checks.

Note: Include more comp sales on the two checks which already have comp sales from the non entertainment period. These two checks should now have comp sales from the non entertainment period and from the entertainment period as well as non comp sales from both periods.

- 132. Void one check.
- 133. Close the seven remaining checks noted in #92 above using the following settlement methods for the non comp items:
 - a. Cash
 - b. Credit Card
 - c. Comps which have a \$0 value
 - d. Casino Comps which have a \$ value
 - e. Room Charges
 - f. Check
 - g. Gift Certificate
- 134. Open two checks while in entertainment status. Sell various types of drinks, food, and merchandise on the two new checks. Include both comp and non comp sales on these two checks.
- 135. Switch the system to non-entertainment status. Sell various types of drinks, food, and merchandise on these two checks. Include both comp and non comp sales.

Note: These two checks should now have comp sales from the entertainment period and from the non entertainment period as well as non comp sales from both periods.

- 136. Close both checks using the following settlement methods for the non comp items:
 - a. Cash
 - b. Credit card

Pass	Fail	N/A	Comments
. 4.00		, .	

Auditors' Initials and Date

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NEVADA GAMING CONTROL BOARD ASSOCIATED EQUIPMENT REVIEW CHECKLIST

Auditors' Initials and Date

LIVE ENTERTAINMENT TAX SYSTEMS							
Manufacturer:			Review Date(s):				
System:			Auditor(s):				
Version:							
Account	#: Project #:						
		Pass	Fail	N/A	Comments		
137.	Refund the last check that was settled with a credit card.						
138.	Perform end of day and print all reports.						
139.	9. Print month to date reports.						

140.

Audit all daily and month to date reports to ensure the proper reporting of revenue.

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